

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	EMERGENCY/HOMELESS SHELTERS POLICY & PROCEDURE MANUAL	3/91	4/09	3	3.2
CHAPTER Chapter 3. Applying to the Program		SUBJECT Application Forms-New Applicants			

Application for Participation and Management Plan for Sponsoring Organizations of Shelters or Programs in the CACFP (CACFP 1)

Form shall be completed by all sponsoring organizations of shelters or programs. The form must be accurately and fully completed.

Application for Participation for Facility in the CACFP (CACFP 2)

Form shall be completed for each shelter applying for participation to the CACFP.

Budget for Independent Shelter or Facility in the CACFP

Form shall be completed for the shelter applying for participation to the CACFP.

Vendor Application Form (SAM II)

The institution shall complete this form only if this is the first application made to MDHSS-BCFNA or the institution does not already have a Missouri State vendor number. Each institution must have a Missouri State vendor number in order to receive payment from MDHSS.

Bank/Financial Institution Direct Deposit Form

The institution shall complete this form if this is the first application made to MDHSS-BCFNA, or whenever deposit information is changed.

Two Weeks of Menus

If applying for the first time or if a sponsor is adding a meal type to an already approved contract, submit two weeks of menus for each meal type claimed. If breakfast, lunch, supper and a snack are claimed, the institution must submit two weeks of menus for breakfast, lunch, supper and snack. The menus should be in compliance with the CACFP menu requirements. See Chapter 7 for meal pattern requirements. A sponsoring organization must submit menus for each shelter under their sponsorship if different meals are provided at each facility.

Tax Exemption Letter for Non-Profit Centers

Submit the Federal IRS determination letter for each non-profit shelter applying. See Section 2.1 for further details. A state IRS exemption letter will not be adequate. A sponsoring organization must submit a Federal IRS tax-exempt letter for each non-profit shelter under their sponsorship. The Federal IRS determination letter should be submitted only for new shelters.

Board of Directors

Submit a listing of the shelter Board of Directors for the first application and whenever a change occurs.